

## **TRANSMISSION AND DISTRIBUTION OPERATIONS SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for activities of the Electric Transmission and Distribution Section of the Department of Utilities, and contracted companies, whose work includes construction, operation and maintenance of conduits, conductors, poles, transformers, protective apparatus as well as tree trimming, trouble calls, new services, and cable locating. Incumbent works under the general supervision of the Electric Operations Manager and supervises, through foreman, several skilled employees engaged in hazardous work.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Organizes, schedules, supervises, assigns, reviews, and inspects operations, maintenance, and construction activities. Establishes and implements work methods and practices; confers with other municipal utility personnel concerning mutual problems and technical changes. Recommends alternations and modifications to existing lines; reviews drawings, plans and specifications related to new transmission and distribution lines. Prepares technical reports; reviews purchase order requests; recommends both an operating and capital improvement budget to the Electric Operations Manager; evaluates employee performance. Troubleshoots transmission and distribution problems that occur. Handles difficult customer complaints and directs the implementation of appropriate corrective measures.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Extensive knowledge of the standard methods, materials, tools, and equipment used in the construction, maintenance and repair of an overhead and underground power transmission and distribution system.

Extensive knowledge of the occupational hazards connected with overhead and underground line construction and maintenance, and of necessary safety precautions.

Knowledge of electrical engineering as applied to electric transmission and distribution systems.

Ability to read and interpret blueprints, specifications and construction plans.

Ability to plan, organize, and schedule administrative and technical work.

Ability to supervise subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with superiors, employees, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in electrical engineering or a related field; and extensive experience in all phases of electric transmission and distribution, construction and maintenance work; supervisory experience; or any equivalent combination of training and experience.